

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV80005
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	8832		

Job Code Established:	05/13/84	Effective Date:	
Job Code Revised:	01/01/00	Effective Date:	

JOB CODE SERIES: Human Services Administrative Support Series

JOB CODE TITLE: HUMAN SERVICE PROGRAM DEVELOPMENT SUPERVISOR

HRIS TITLE: HUM/S PRG DVMT SPV

CHARACTERISTICS OF THE CLASS: Works under direction of the agency administrator, exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to develop and implement policy and procedures for assigned program components, assign work to and evaluate performance of staff; signature required for documents utilized in the work system. Supervises a centralized work unit of program specialists engaged in program and policy development and staff training; writes reports, memoranda and correspondence; advises agency staff regarding program components assigned to the unit. Work product consists of functioning work unit; written position papers, program recommendations, policies and procedures; programmatic training for field staff; budget recommendations and justification for assigned program areas. Responsible for the timeliness and quality of work products; effectiveness of work unit.

EXAMPLES OF DUTIES: Devises a timetable, schedule, or agenda for achievement of work objectives, completion of projects, or development of changes in work processes. Directs, instructs, and counsels subordinate personnel who are supervisors, section managers, or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Plans for better use of material and personnel resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates, and makes determinations. Establishes and maintains work standards, procedures, methods and rules for a large unit or division of the work system. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information. Reads, examines, and reviews reports prepared by subordinate supervisors, consultants, or specialists; makes corrections, adjustments, raises questions; routes back to writer or approves for routing to destination. Compiles data and writes periodic progress, status reports, or reports on work activities of the work section or division under own management. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Confers with agency officials, staff members, and outside agency representatives in order to assign priorities for planning of future activities. Participates in the development of the annual budget request for own agency or work system, and takes responsibility for budget of major division or program; reviews drafts, makes adjustments and decisions. Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs assigned aspects and participates in formulation of final product. As a planning device, gathers data on workload or service load over designated period, then, making adjustments bases on calculated estimates, projects same figures for future period. Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects, or development of changes in work processes. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; infrequent overnight stays away from home base.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, regulations and policies governing child welfare; contemporary concepts and practices in child welfare programs; social service delivery practices as utilized by the work system; the needs and responses of abandoned, neglected or abused children; policies and procedures established for the work system; principles and practices of work leadership and management.

Skill/Ability to: apply the principles and practices of work leadership and management; communicate verbally and in writing; interpret, evaluate and analyze statistical and programmatic data; establish and maintain work relationships with community agency representatives.